

This document tells how I renewed my non-lucrative Spain residence visa in the spring and summer of 2017. Holders of student, au pair, investor, entrepreneur and other Spain visa types may or may not glean tips from this document. I don't know, can't guess; I know only what I did.

- I began by worrying. My one year visa obtained in San Francisco would expire in July, 2017, only a few months hence. My Madrid address had changed; mailed instructions might not reach me. What were Spain's requirements for visa renewal? When could I begin the visa renewal process?
- I hunted on line for information, found nothing I judged trustworthy.
- I set aside a morning for an in-person visit to the Avenida de los Poblados DNI office that had processed my application in 2016, and followed the signs to an information desk on the second floor. I explained my question there to a staff member, without a wait. He told me that I could not begin the renewal process at the Poblados site, but could instead visit the Oficina de Extranjeria at Calle Manuel Luna, 29.
- I arrived at Calle Manuel Luna, 29 at 8:00 a few days later without an appointment, and found that the queue of early arrivals on the sidewalk was already about twenty or thirty deep. I joined the line, waited.

The line moved quickly after the office opened (on schedule) at 9:00. By 9:10, I was explaining my question to a staff member inside. He gave me a take-a-number ticket, sent me to a second floor waiting room. My number was called within twenty minutes; I met a polite staff member, told her why I'd come.

She visited a nearby file cabinet, returned with four photocopied instruction pages. I have uploaded the .pdf of these pages to:

http://transitophile.com/chango/files/visa/01_instructions_pre_paperwork.pdf

I searched the internet later, but never found the equivalent of these pages on line, and wouldn't have known how to proceed without them.

The sheets indicated that I could begin the renewal process within sixty days of my visa expiration date.

- I began to assemble the required documents. I decided to provide financial statements in English and Spanish, as Spanish translations had been required when first submitting visa paperwork in San Francisco.
- The instructions pages stipulated completion of form EX-01. I completed the EX-01 found on line at:

http://www.exteriores.gob.es/Consulados/CIUDADDELCABO/es/Documents/01-Formulario_residencia_no_lucrativa1.pdf

rather than the form included with the instructions.

- The instruction pages stipulated payment of 'Tasa 052.' I found the Tasa 052 paperwork at: <http://www.sefp.minhfp.gob.es/web/servicios/tasas.html> rather than the URL indicated in the instruction pages.
- I clicked 'Tasa 052,' chose the option *Acceder a Rellenar e imprimir el formulario de liquidación de la tasa 052*, chose my province (Madrid), filled out the form, and clicked the appropriate button to get the .pdf. I

printed out the .pdf and took it to my Spanish bank. Staff seemed to be well-acquainted with forms of this type; I suspect I could have paid the tax at another bank, with or without a client account. Staff accepted my funds, stamped the .pdf forms and returned them to me.

(Please note that clicking 'Tasa 052' in Chromium -- the open source version of Google Chrome -- produced an ominous browser warning about an unsafe https certificate. I remembered an identical warning from use of the site in 2016, chose to ignore it.)

- I assembled all necessary documents and set aside a morning to deliver them in person to Calle Manuel Luna, 29. The instruction pages had indicated that they could be submitted elsewhere, but I felt that I could best avoid a bureaucratic snafu by hand-delivering the documents to the extranjeria. I also wanted to ask what to do after submitting them.

I again arrived at Manuel Luna, 29 an hour before the 9:00 am. opening. The sidewalk line was much longer, for reasons unknown; I also received a much higher number on the take-a-number slip.

I guessed that I was in for a long wait. I was. My number was called after 1:00 pm., more than four hours later.

I went to the table indicated and presented my stack of documents to another staff member. He thumbed through the stack, and briefly contemplated each page before feeding it into a desktop scanner. I presume (but don't know) that he was looking for errors or omissions.

After feeding all pages into his desktop scanner, he stamped the EX-01 page, returned the documents, and proffered instructions that described the remaining steps to visa renewal. He noted my confusion, and called for the help of an English-speaking coworker. This was the only visa renewal assistance I received in English.

- The coworker marked steps 1, 2 and 3 on a new instruction page, and explained them to me. I have uploaded these instructions to:

http://transitophile.com/chango/files/visa/02_instructions_post_paperwork.pdf

STEP ONE: Paperwork processing would take about four weeks. I could check progress by phone, SMS text message, or on line at:

<https://sede.administracionespublicas.gob.es/pagina/index/directorio/infoext2/>

"En trámite" meant in process. If I had fulfilled all requirements, I eventually would see a screen indicating a favorable result. I should print a hard copy of this screen, and proceed to Step Two.

I also wound up receiving a postal mail letter from the immigration office indicating approval of my renewal application.

STEP TWO: After getting a thumbs up in Step One, I should visit:

<https://sede.administracionespublicas.gob.es/icplus/index.html>

and select: *Toma de Huellas (Expedición de Tarjeta y Renovación de tarjeta de Larga Duración)* to make an

appointment for the processing of my new identification card at the familiar Avenida de los Poblados DNI center.

Before visiting Poblados for my appointment, however ...

STEP THREE: ... I would need to pay a tax, by visiting:

https://sede.policia.gob.es:38089/Tasa790_012/

to complete and download a .pdf form. I would take this form to my bank, pay the tax and have the form stamped, as I had done for the Tasa 052 form completed before submitting documents at Calle Manuel Luna.

- I checked the web site indicated in Step One a few weeks after this conversation, and struggled repeatedly to get through. I found it easier to check progress via SMS texts, although I eventually was able to log onto the site to print out the 'favorable result' screen. I also wound up receiving a postal mail letter from the immigration office indicating approval of my renewal application.
- I received the sought-after 'favorable result' to my application a week earlier than expected, and followed the instructions above in Step Two to make my appointment at the Avenida de los Poblados center. The system offered a choice of many appointment dates immediately after the expiration of my existing card, but not before. I presume (but don't know) that this range-of-available-dates was intentional.
- I booked the earliest available time slot, paid the *Modelo 790 - Código 12* tax at my bank, and traveled on the appointed date to the Avenida de los Poblados center. I brought my passport, as well as a color photo in *tamaño carné* -- approximately 3 x 4 cm, I believe -- for my new ID card. I chose to bring a photo with me, but believe that I could have purchased one at the Poblados' center pay-by-coin photo booth.
- At Poblados, I presented my documents to a staff member after a negligible wait, and followed his instructions while rolling my fingerprints. I then proffered documents to a second staff member, who in return gave me a single page that I regarded (perhaps inaccurately) as a temporary ID: *resguardo de solicitud o renovación de tarjeta de extranjero*. My new identification card would be ready in thirty days, I was told; I should return to Poblados then to pick it up, without an appointment.
- I returned thirty calendar days later, appointment-less, turned in my single page *resguardo de solicitud*, and was promptly told that my ID card wasn't yet ready.
- I waited a week, went back, picked up the sought-after card. All done!

PADRONAMIENTO RENEWAL

Spain wants to know where you live. Citizens and expats alike furnish this information through a process called empadronamiento, or padrón, related to but separate from visa renewal.

My address had changed, so I decided to make a new padron appointment while waiting for the 'favorable result' described above. I could have done this earlier.

- I visited <https://sede.madrid.es/portal/site/tramites/>, selected *Padrón Municipal. Alta y cambio de domicilio*

en Padrón, then selected 'Presencial' under 'Tramitar' to indicate willingness to submit documentation in person. I clicked *Solicitud de empadronamiento presencial* under *Modelos de formularios* to bring up the .pdf found at:

<https://sede.madrid.es/UnidadesDescentralizadas/UDCEstadistica/TramitesMunicipales/Ficheros/Hojapadronal201706.pdf>

(which I later completed on my computer). On the same page, I clicked *Concertar cita previa para Padrón* to make an appointment. I chose the OAC MONCLOA ARAVACA office. The web site offered me a choice of dates/times about a week ahead. I chose one.

- On the day of the appointment, I visited OAC MONCLOA ARAVACA with my passport, rental contract, utility bill and a print-out of the filled-out .pdf. I waited twenty minutes in a clean, busy waiting room to present these documents to a staff member. She provided me with a new padrón form, pointed out the two year renovation date, and said that I could expect to receive a card by postal mail to remind me when the padrón should be renewed.

Later, I also received a letter by postal mail with another padrón form.